

Complete this form when you want to change a break in your study plan by changing your breaks.

Personal Details	
Student name	
Student number	
Visa type	Student / Working Holiday / Tourist / Other: _____
Email address	

New Study Break Details	
Original Study Break 1	Monday / / - Friday / / ( weeks)
New Study Break	Monday / / - Friday / / ( weeks)
	Monday / / - Friday / / ( weeks)
Original Study Break 2	Monday / / - Friday / / ( weeks)
New Study Break	Monday / / - Friday / / ( weeks)
	Monday / / - Friday / / ( weeks)

Student Signature		Date	
Parent/Guardian Signature: (under 18 years student only)		Date	

### Conditions:

I understand and accept that:

- All fees and payments must be up to date.
- Study gaps i.e. breaks between two different courses (e.g. IGE and EAP) cannot be changed without an approved course change request. Please complete the course change request form.

Additionally for Student Visa Holders:

- I can only change my study break once.
- It is my responsibility to seek advice from Immigration on the potential impact on my student visa.

### Next steps:

SSO to Campus Manager for Approval > Campus Manager to process > Campus Manager send student confirmation of approval.

OFFICE - SSO – send to Campus Manager for processing **unless** one of the following occurs: the ss end date changes more than 4 weeks, a future enrolment will be affected by the change, there are outstanding fees, or ss is on pathway.

OFFICE – CM – when the enrolment is shortened i.e. a SB is moved to the end of enrolment, email Admissions to change the CoE end date in ebecas so that MyBROWNS attendance is not affected.